

**Job Announcement  
No. 05-PO-08**

**UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF MISSOURI**

**Position:** UNITED STATES PROBATION OFFICER

**Location:** Kansas City and Springfield, Missouri

**Salary Range:** CL 27 to CL 28 (\$43,574 - \$84,913)

**Opening Date:** May 1, 2008

**Closing Date:** Position open until filed

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The United States Probation Office, United States District Court, Western District of Missouri, Kansas City and Springfield Division, is accepting applications for the position of United States Probation Officer.

The Probation Officer conducts investigations and prepares reports for the U.S. District Court with recommendations for sentencing individuals convicted of federal offenses; interprets and applies U.S. Sentencing Commission guidelines and relevant case law; supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

**REPRESENTATIVE DUTIES:**

- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. Depending on the type of report, these reports require interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guidelines applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.
- Maintains a detailed written record of case activity.
- Should be able to multi-task.

### **Qualifications:**

A Bachelor's Degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree is preferred.

### **Specialized Experience:**

Progressively responsible experience following completion of a Bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

### **Physical Requirements and Maximum Entry Age:**

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First time appointees must not have reached their 37<sup>th</sup> birthday at the time of

appointment.

**Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.**

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at: <http://www.uscourts.gov/>.

Prior to appointment, applicants considered for this position will undergo a full background investigation.

### **APPLICATION PROCEDURES**

Candidates must submit copies of college and graduate school transcripts, a letter of interest which addresses their particular skills and experience, along with a current resume.

United States Courts  
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This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer.